(FORMAT FOR MONTHLY STATUS REPORTS)

Project Name
Contract #;   Task # (i.e., RD0100)
Status Report # – Month Year

Basic Info:
       Contract Name
       Contract Number
       Status Report Number
       Date
       Submitted To:
       Submitted By:

Project Management Info:
       Contract Value
       Invoiced Total
       Invoiced this period
       Remaining Contract Value
       Project Risk Items
       Risk Mitigation

Technical Status:
       Work performed this period
       Meetings/correspondence for period
       General Progress Assessment
       Issues requiring Prime Input/Action
       Potential policy issues identified

Miscellaneous:
       Other items not covered above